

Course Developer
Austin Community College

Direct Link: <https://www.AcademicKeys.com/r?job=269277>

Downloaded On: Dec. 11, 2025 3:56pm

Posted Dec. 10, 2025, set to expire Nov. 29, 2026

Job Title Course Developer
Department Staff
Institution Austin Community College
Austin, Texas

Date Posted Dec. 10, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Educational Services

Apply Online Here <https://apptrkr.com/6777434>

Apply By Email

Job Description

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Course Developer

Austin Community College

Job Posting Closing Times: Job postings are removed from advertising at **12:00 A.M.** on the closing date e.g., at midnight on the day before the closing date.

Austin Community College employees are required to maintain a domicile in the State of Texas while working for the college and throughout the duration of employment. -[AR 4.0300.01](#)

[If you are a current Austin Community College employee, please click this link to apply through your Workday account](#)

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Austin Community College is a public two-year institution that serves a multicultural population of approximately 41,000 credit students each Fall and Spring semester. We embrace our identity as a community college, as reflected in our mission statement. We promote student success and community development by providing affordable access, through traditional and distance learning modes, to higher education and workforce training, including appropriate applied baccalaureate degrees, in our service area.

As a community college committed to our mission, we seek to recruit and retain a workforce that:

- Values intellectual curiosity and innovative teaching
- Is attracted by the college's mission to promote equitable access to educational opportunities
- Cares about student success and collaborates on strategies to facilitate success for populations including; first generation college students, low-income students, and students from underserved communities.
- Focused on student academic achievement and postgraduate outcomes
- Welcomes difference and models respectful interaction with others
- Engages with the community both within and outside of ACC

Job Posting Title:

Course Developer

Job Description Summary:

To provide program assistance and support to Distance Learning.

Job Description:

Description of Duties and Tasks

1. Work in collaboration with Instructional Designers, instructors and subject-matter experts to develop instructional materials
2. Complete tasks assigned to build and develop materials in the LMS course shells
3. Ensure the timely development of accessible instructional materials
4. Assist with follow-up and support to instructors as they incorporate materials into their courses.
5. Assist in course design, development and review process.

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6. Assist in the development of training and workshop materials.
7. Compiles data and produces routine reports or documents.
8. Provide support for college wide DE activities and events.
9. Other duties and committee work as assigned.

Knowledge

- Customer service techniques.
- Multimedia design techniques.
- Current distance learning technologies.

Skills

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills.
- Effectively using organizational and planning skills with attention to detail and follow-through.
- Entering data, maintaining files, and performing other clerical duties.
- Maintaining confidentiality of work-related information and materials.
- Establishing and maintaining effective working relationships.

Technology Skills

- Use a variety of spreadsheet, word processing, and presentation software.
- Proficiency in MS Office and Adobe Creative Suite.
- Use Learning Management System
- Multimedia design and development tools.

Required Work Experience

- Two years related work experience.

Required Education

- Associate Degree or educational equivalent.

Preferred Education

- Bachelor degree.

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Physical Requirements

- Work is performed in a standard office or similar environment.
- Subject to standing, walking, sitting, bending, reaching, pushing, and pulling.
- Occasional lifting of objects up to 10 pounds.

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Salary

\$47,840 - \$50,188

Number of Openings:

1

Job Posting Close Date:

December 29, 2025

Clery Act

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.

Disclaimer

The above description is an overview of the job. It is not intended to be an all-inclusive list of duties and responsibilities of the job, nor is it an all-inclusive list of the skills and abilities required to do the job. Duties and responsibilities may change with business needs. ACC reserves the right to add, change, amend, or delete portions of this job description at any time, with or without notice. Employees may be required to perform other duties as requested, directed, or assigned. In addition, reasonable accommodations may be made by ACC at its discretion to enable individuals with disabilities to perform essential functions of the job.

To apply, please visit: https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Highland-Campus/Course-Developer_R-8741

Contact Information

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Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Staff

Austin Community College

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